

General Lines : +256 414 250 534/6  
: +256 414 250 557/8  
Minister : +256 414 251003  
Minister of State : +256 414 251004  
Permanent Secretary : +256 414 251002  
Email : [ps@publicservice.go.ug](mailto:ps@publicservice.go.ug)  
Website : [www.publicservice.go.ug](http://www.publicservice.go.ug)



THE REPUBLIC OF UGANDA

MINISTRY OF PUBLIC SERVICE  
PLOT 12 NAKASERO HILL ROAD  
P.O. BOX 7003  
KAMPALA  
UGANDA

In any correspondence on **ARC 135/306/01**  
this subject please quote no. ....

6<sup>th</sup> June 2017



Town Clerk  
Mukono Municipal Council  
P.O. Box 201  
**MUKONO**

### ADOPTION OF THE STAFF STRUCTURE AND ESTABLISHMENT FOR MUKONO MUNICIPAL COUNCIL

I refer to your letter Ref. MMC/PS/139 dated 22<sup>nd</sup> March 2017, on the above subject.

The Minute No.05/2017 of the Municipal Council adopting the structure and staff establishment for Mukono Municipal Council is noted. Attached is a copy of the approved staff establishment for ease of reference.

You are therefore advised to implement the staff structure and establishment for the Municipal Council in the Financial Year 2017/2018

Catherine Bitarakwate Musingwiire (Mrs)  
**PERMANENT SECRETARY**

CC: Permanent Secretary/ Secretary to Treasury,  
Ministry of Finance, Planning and Economic Development.

CC: Permanent Secretary, Ministry of Local Government.

CC: Secretary, Local Government Finance Commission.

CC: Mayor,  
Mukono Municipal Council.

*Mts.  
A/c: SHD  
Please not  
to your  
Mukono*

*Moted  
D.S-C*



133

RECOMMENDED COSTED STAFF ESTABLISHMENT FOR MUKONO MUNICIPAL COUNCIL - 2017

JOB TITLE		SAL SCALE	APR'D ESTAB	MONTHLY SALARY	ANNUAL SALARY
<b>OFFICE OF THE TOWN CLERK</b>					
1	Town Clerk (Chief Township Officer)	U1SE	1	1,859,451	22,313,412
2	Personal Secretary	U4	1	723,868	8,686,416
3	Driver	U8	1	221,987	2,663,844
<b>Sub-Total</b>			<b>3</b>		<b>33,663,672</b>
<b>ADMINISTRATION DEPARTMENT</b>					
1	Deputy Town Clerk (Deputy Chief Township Officer)	U1E	1	1,657,677	19,892,124
2	Assistant Town Clerk	U4	1	723,868	8,686,416
3	Communications Officer	U4	1	723,868	8,686,416
4	Records Officer	U4	1	723,868	8,686,416
5	IT Officer	U4	1	1,176,632	14,119,584
6	Senior law Enforcement officer	U4	1	723,868	8,686,416
7	Stenographer Secretary	U5	2	462,852	11,108,448
8	Senior Office Supervisor	U5	1	462,852	5,554,224
9	Assistant Records Officer	U5	1	462,852	5,554,224
10	Pool Stenographer Secretary	U6	2	405,239	9,725,736
11	Receptionist	U7	1	343,792	4,125,504
12	Office Typist	U7	1	343,792	4,125,504
13	Office Attendant	U8	4	221,987	10,655,376
14	Driver	U8	7	221,987	18,646,908
15	Askari	U8	10	200,296	24,035,520
<b>Sub-Total</b>			<b>35</b>		<b>162,288,816</b>
<b>FINANCE AND PLANNING DEPARTMENT</b>					
1	Principal Treasurer	U2	1	1,345,330	16,143,960
2	Senior Accountant	U3	1	1,046,396	12,556,752
3	Senior Finance Officer	U3	1	1,046,396	12,556,752
4	Senior Planner	U3	1	1,046,396	12,556,752
5	Planner (Economist/Statistician)	U4	1	1,094,258	13,131,096
6	Accountant	U4	1	876,222	10,514,664
7	Senior Accounts Assistant	U5	3	528,588	19,029,168
8	Assistant Inventory Management Officer	U5	2	528,588	12,686,112
<b>Sub-Total</b>			<b>11</b>		<b>109,175,256</b>
<b>HUMAN RESOURCE MGT UNIT</b>					
1	Senior Human Resource Officer	U3	1	933,461	11,201,532
2	Hunan Resource Officer	U4	1	723,868	8,686,416
<b>Sub-Total</b>			<b>2</b>		<b>19,887,948</b>
<b>WORKS DEPARTMENT</b>					
1	Municipal Engineer (Principal Executive Engineer)	U2	1	1,771,568	21,258,816
2	Senior Engineer/ Senior Superintendent of Works (Roads & Buildings)	U3	1	1,242,821	14,913,852
3	Water Officer	U4	1	1,242,821	14,913,852
4	Senior Assistant Engineering Officer ( Mechanical)	U4	1	1,094,258	13,131,096
5	Assistant Engineering Officer	U5	2	671,736	16,121,664
6	Road Inspector	U6	1	426,265	5,115,180
7	Plant Operator/ Drivers	U8	7	221,987	18,646,908
8	Plant Attendant	U8	7	200,296	16,824,864
<b>Sub-Total</b>			<b>21</b>		<b>120,926,232</b>
<b>ENVIRONMENTAL MGT UNIT</b>					
1	Senior Environmental Officer	U3	1	1,046,396	12,556,752
2	Environmental Officer	U4	1	876,222	10,514,664
<b>Sub-Total</b>			<b>2</b>		<b>23,071,416</b>



152

RECOMMENDED COSTED STAFF ESTABLISHMENT FOR MUKONO MUNICIPAL COUNCIL - 2017

<b>PHYSICAL PLANNING UNIT</b>					
1	Senior Physical Planner	U3	1	1,046,396	12,556,752
2	Physical Planner	U4	1	876,222	10,514,664
4	Land Supervisor	U6	2	426,265	10,230,360
	<b>Sub-Total</b>		4		33,301,776
<b>EDUCATION DEPARTMENT</b>					
1	Principal Education Officer	U2	1	1,247,467	14,969,604
2	Senior Inspector of Schools	U3	1	933,461	11,201,532
3	Education Officer ( Administration)	U4	1	723,868	8,686,416
4	Education Officer ( Special Needs, Gudance & Counseling)	U4	1	723,868	8,686,416
5	Inspector of Schools	U4	1	723,868	8,686,416
	<b>Sub-Total</b>		5		43,543,968
<b>COMMUNITY BASED SERVICES DEPARTMENT</b>					
1	Principal Community Development Officer	U2	1	1,247,467	14,969,604
2	Senior Community Development Officer	U3	1	933,461	11,201,532
3	Senior Probation and Welfare Officer	U3	1	933,461	11,201,532
4	Labour Officer	U4	1	723,868	8,686,416
5	Librarian	U4	1	723,868	8,686,416
6	Assistant Librarian	U6	1	426,265	5,115,180
7	Library Attendant	U8	1	221,987	2,663,844
	<b>Sub-Total</b>		7		62,524,524
<b>INTERNAL AUDIT</b>					
1	Senior Internal Auditor	U3	1	1,046,396	12,556,752
2	Internal Auditor	U4	2	876,222	21,029,328
	<b>Sub-Total</b>		3		33,586,080
<b>PROCUREMENT AND DISPOSAL UNIT</b>					
1	Senior Procurement Officer	U3	1	1,046,396	12,556,752
2	Procurement Officer	U4	1	876,222	10,514,664
	<b>Sub Total</b>		2		23,071,416
<b>PRODUCTION DEPARTMENT</b>					
1	Senior Veterinary Officer	U3	1	1,286,135	15,433,620
2	Veterinary Officer	U4	1	1,175,632	14,107,584
3	Agricultural Officer	U4	1	1,175,632	14,107,584
4	Assistant Animal Husbandry Officer	U5	1	699,889	8,398,668
5	Assistant Agricultural Officer	U6	1	699,889	8,398,668
	<b>Sub-Total</b>		5		60,446,124
<b>TRADE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT</b>					
1	Principal Commercial Officer	U2	1	1,247,467	14,969,604
2	Senior commercial Officer	U3	1	933,461	11,201,532
	<b>Sub-Total</b>		2		26,171,136
<b>PUBLIC HEALTH DEPARTMENT</b>					
1	Medical Officer of Health Services (Princ. Medical Off.)	U2	1	2,025,084	24,301,008
2	Principal Health Inspector	U3	1	1,352,515	16,230,180
3	Health Educator	U4	1	1,175,632	14,107,584
4	Health Inspector	U5	1	699,889	8,398,668
6	Health Assistants	U7	2	424,028	10,176,672
	<b>Sub-Total</b>		6		73,214,112
	<b>Total for HeadQuarter</b>		109		824,872,476

